

	ROFR Section: 5000		TFCA Best Practices: Ch. 3	
	Effective: 1/2014	Revision: 9/2015	Fire Chief: 	

Training Program

Purpose: To maintain personnel readiness, meet Texas Commission on Fire Protection (TCFP) requirements for current certification, meet training requirements for maintaining the Insurance Service Office (ISO) rating and meet Red Oak Fire Rescues requirements for Fire/Rescue Training and meet Texas Department of State Health Services (DSHS) requirements for maintaining current level certification, National Registry requirements for current level certification, meet requirements to maintain EMT-P and at minimum EMT-B certifications and meet Red Oak Fire Rescues requirements for EMS Skills proficiency for Emergency Medical Training

Scope: This policy applies to all members of the Operations division

Directions:

1. Training is identified as an essential function of the member's daily duties and must be one of the highest priorities of readiness.
2. This policy shall reflect minimum requirements for training and is not intended to limit other training.
3. All rosters and a copy of the lesson plan will be forwarded electronically to Fire Administration for record keeping.
4. Members are required to complete at least three hours of training on a daily basis.

Fire and Rescue Training:

1. Each member of Operations shall complete a minimum of 240 hours of “ISO Company Training” per calendar year. This training shall be entered into Firehouse by the Captain, or a trainee with the Captain’s supervision within one shift of completing the training (refer to ISO Requirements Document attached for a description of qualifying training). This training is the responsibility of the Captain to schedule and complete for each of his crew.
2. Each member of Operations that holds the rank of Engineer shall complete 4 Three hour drills per calendar year and 40 hours of classroom training per year. This training will be scheduled and conducted through Fire Administration. This training shall be entered into Firehouse by the Captain under the category “Driver/New Driver Training”.
3. Each Apparatus Company shall complete 4 Multi-Company Drills, 8 Single Company Drills and 2 Night Drills per calendar year. An Apparatus Company is designated by a single apparatus on a particular shift (refer to ISO Requirements Document attached for a description of qualifying training). These Drills will be scheduled and conducted through Fire Administration. This training shall be entered into Firehouse by the Captain under the appropriate categories “Multi-Company Drill, Single Company Drill and/or Night Drill”.
4. Each member of Operations that holds the rank of Captain, Battalion Chief or Deputy Chief shall complete 40 hours of Officer Training per calendar year. This training will be scheduled and conducted through Fire Administration. This training shall be entered into Firehouse by a Deputy Chief under the category “Officer Training”.
5. Each member of Operations that holds the certification for Trench Tech, Confined Space Tech and/or Rope Tech shall complete 16 hours of Continuing Education Training per calendar year to maintain knowledge base and skill set in each discipline. This Training will be scheduled and conducted through Fire Administration. This training shall be entered into Firehouse by the Captain under the category “Company Training”.
6. All new employees will be required to complete probationary training supervised by their Captain (refer to probationary training manual). This training shall be entered into Firehouse by the Captain under the category of “Probationary Training”
7. Each member of Operations shall complete 8 hours of Hazardous Materials Training per calendar year. This training will be scheduled and conducted through Fire Administration. This training shall be entered in Firehouse by the Captain under the category of “Company Training”.

8. Live Fire Training is mandatory and can only be excused if the employee is sick, on mandatory assignment or has fire administration approved benefit leave.

9. If a member misses any of the above mentioned training classes their Captain will report the missed classes to Fire Administration

Emergency Medical Training:

1. DSHS and National Registry CE will be offered to Red Oak Fire Rescue by an outside vendor. It is the sole responsibility of the individual to maintain their current certification level through the DSHS. Requirements for CE can be found at the applicable licensing agency websites. DSHS Certification at the members current level is required to maintain employment

2. Medical CE make-up packets will be picked up and completed within one month of the CE date for members missing Medical CE.

3. If a member is deficient in Medical CE course work, they may submit a request to receive Online CE.

4. Paramedics holding a CCP-P or a FP-C certification will require an additional 100 hours of approved CE in a four year period to maintain the certification. This is the sole responsibility of the individual. Red Oak Fire Rescue will offer one four to six hour Clinical CE Course each year and one approved 16 hour refresher class that will qualify for Clinical CE. Attendance of at least one of the Clinical CE Courses will be required to maintain your incentive pay from Red Oak Fire Rescue. If you are unable to meet your CE requirement you can contact Fire Administration for assistance.

Requesting External Training:

1. External training classes are available on a limited basis and are filled based on the following priorities: 1) Necessity; 2) Applicability; 3) Rank; 4) Seniority in position, & 5) Order of request.

2. Requests for training should be made through the chain of command utilizing the "Request for Training Form."

3. Requests will be filled by Fire Admin based on the training plan for that budget year. Requests may have to be carried over from one year to the next if the request does not meet the training plan.

4. Requests for training in a future fiscal year should be submitted by June 15 of the current fiscal year to ensure it can be considered in the training plan for the fiscal year requested.